

Basic Computer Objectives and Self-Assessment

Objectives

By the end of this course, a student will be able to log on to a Windows 2000 PC and the DMB Network, identify hardware and software differences and will become familiar with the mouse and keyboard functions.

In addition, the student will be introduced to several windows terms such as Desktop, Taskbar, and Start menu. Students will also be introduced to the parts of a window and how to manage their windows by using the Minimize, Maximize, Close buttons and also how to size and move windows.

If applicable to their current job duties, the student will learn how to manage data files and manage folders. Lastly, the student will be able to send and receive GroupWise e-mails and understand the basics of using Internet Explorer to browse the Web.

Self-Assessment

1.) Multiple Choice:

Q.) Which of the following is not an action you can perform with the mouse?

- ☐ A. clicking
- ☒ B. sliding
- ☐ C. pointing
- ☐ D. dragging

2.) Multiple Choice:

Q.) To open a selected file or program icon, use which method below:

- ☐ A. Right-mouse click on the filename or icon, and choose Open.
- ☐ B. Double-click the left mouse.
- ☐ C. Press the Enter key.
- ☒ D. All of the above.

3.) Multiple Choice:

Q.) Which is not a group of keys on the computer keyboard:

- ☐ A. Typewriter keys
- ☐ B. Keypad
- ☐ C. Function keys
- ☒ D. Shortcut keys

4.) Multiple Choice:

Q.) Which Windows shortcut key combination will minimize all windows, to display the desktop?

- ☐ A. Window key, d
- ☒ B. Window key, m
- ☐ C. Window key, w
- ☐ D. Window key, a

5.) Multiple Choice:

Q.) The term “desktop” refers to .

- ☐ A. the users desk
- ☐ B. the computer monitor
- ☒ C. the opening screen, after you turn on the computer
- ☐ D. none of the above

6.) Multiple Choice:

Q.) The _____ icon holds everything that’s on your computer.

- ☐ A. My Machine
- ☒ B. My Computer
- ☐ C. My Personal Computer
- ☐ D. My PC

7.) Multiple Choice:

Q.) The Start button will allow a user to _____ the computer.

- ☐ A. open programs installed and access the most recently used files on
- ☐ B. search for files on
- ☐ C. shut down
- ☒ D. all of the above

8.) Multiple Choice:

Q.) Where is the time found on the desktop?

- ☐ A. The Start menu.
- ☐ B. The context menu.
- ☒ C. The Windows taskbar or “system” tray.
- ☐ D. The Quick Launch toolbar.




9.) Multiple Choice:

Q.) The Title bar is located at the _____ of a window.

- ☒ A. top
- ☐ B. bottom
- ☐ C. left
- ☐ D. right





10.) Multiple Choice:

Q.) Click the _____ button to restore a window to its previous size.

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. none of the above





11.) Multiple Choice:

Q.) Which GroupWise button do you use to send a New Mail item?

- ☒ A. 
- ☐ B. 
- ☐ C. 
- ☐ D. 

12.) Multiple Choice:

Q.) Which button will allow you to “Reply” to an e-mail?

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 




13.) Multiple Choice:

Q.) In Internet Explorer, the Address Bar is used to _____.

- ☐ A. enter the **U**niversal **R**esource **L**ocator (address) of a web site
- ☐ B. indicate the current URL
- ☐ C. list the URL's entered previously
- ☒ D. **all of the above**

14.) Multiple Choice:

Q.) Which button returns you to your default start page?

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 